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20 FEB 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting With Civil Service Commission on Interagency Boards
of Examiners

1. The Civil Service Commission was represented by Mr. Don Holum, Personnel Management Specialist, Bureau of Recruiting and Examining, Resources Management Division. Mr. Holum's telephone is 183-7246. Messrs. represented the Agency.

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2. Major points made by Mr. Holum were:

a. The Regional Boards perform not only the examining function but also serve as Federal Job Information Center for the area. Eventually, they will have the means to interchange job requirements and applicant information on a national scale in a computer type operation similar to Western Union and to the GRAD system which GE set up for the College Placement Bureau.

b. The 65 Interagency Boards should be fully operational within the year and replace the several hundred agency boards now in existence.

c. At present, the preponderance of people would be blue-collar and clerical. However, Mr. Holum feels that, in time, as the Federal Job Information Centers become better known, they will attract professional and engineering applicants.

d. The Boards are staffed by full-time CSC employees, ranging in size from 25 to as many as 90 people. They are funded by the participating agencies. Funding is handled at the Washington level on a pro rata basis depending on size of agency and number of people entering on duty.

e. Agencies still do their own recruiting, but applicants are channeled through the Board except in cases where the Commission has authorized direct hiring. These cases are mostly hard-to-get types who nonetheless must meet standards established by the Commission. For example, the agencies can recruit and hire engineers in the top 25% of the class subject only to Civil Service Commission audit.

f. The Civil Service Commission will service the excepted agencies at the Federal Job Information Centers. Recruiting literature will be handled. Individuals interested in employment in the excepted

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agencies will be referred to these agencies directly. The Board will do no screening nor will it refer the lead to the excepted agency. The individual will be expected to follow through directly.

g. The Boards have no direct relationship with the U. S. Employment Service. The Civil Service Commission considers that they handle Federal Employment and the USES is primarily concerned with the private sector.

3. Mr. Holum was given a quick review of Agency recruitment covering clerical, college recruitment, and critical categories of engineers, scientists, and economists. He responded to this with a suggestion that access to the Federal Service Entrance Examination lists, particularly in the Liberal Arts areas, might be arranged. He mentioned, for example, the many Liberal Arts applicants which they had from the Ivy League schools. Their requirements for these people are very slim. They also get into situations whereby they may have surplus engineers, political scientists, etc., in a given region. Eventually, when they have their clearing house mechanism set up, these applicants will be exchanged by the regions. In the meantime, they represent a select group of people who might be tapped profitably by the excepted agencies. He said that the Management Intern option of the Federal Service Entrance Examination would be a lost cause for us since all of these people are "snapped up."

4. Civil Service Commission is willing, at this time, to do the following:

a. Send each of the 65 Boards a sample package of our recruiting pamphlets. Initially, this material should be furnished to Mr. Holum who will forward it to the Boards with instructions to include same as part of their service to the public on Federal job information. The Agency would then send additional materials directly to the Boards with other information including referral address and any forms that we might want the interested individuals to fill out and return directly to the CIA.

b. He is willing to include in the information package sent to each individual who "passes" the Federal Service Entrance Examination a self-addressed card applying for further information on CIA possibilities. This card should include the Agency address and should request pertinent biographic information. CSC sends out approximately 10,000 of these packets per month. It is an automated operation; therefore, no selection can be made as to who would receive the card.

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5. Things for PRS to do now in staffing out this proposition include: a transmittal letter to the Commission, Mr. Holum, forwarding the recruiting literature for the Boards; designing a card for inclusion in the Federal Service Entrance Examination literature; determining, in consultation with DD/Pers/R&P, the reference to recruiters of leads or reference to headquarters; presenting a coordinated package to the Director of Personnel for decision.



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Chief, Plans and Review Staff
Office of Personnel

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